

More Than Just a Job, We Offer an Opportunity to Grow Spiritually

The Diocese of Pueblo is seeking a Property Specialist

Job Location:	Pueblo, Colorado
Type:	Full-time (40 hours per week)
FLSA Status:	Exempt
Salary Range:	\$63,369 - \$79,212 per year
Reports To:	Bishop

About Us

The Diocese of Pueblo is an energetic place of employment filled with strong Catholic faith. We are building the body of Christ through each of our ministries. We empower our team to work spiritually and at their best. If you are a self-motivated individual and interested in growing spirituality and using your talent and experience, come join our team!

Benefits and Perks

We offer a salary range from \$63,369 - \$79,212 per year. We value your work and life balance offering Sick Leave, Paid Holidays, and an annual Christmas Holiday Closure. Regular Mass and prayer are available in our beautiful chapel!

What you will be doing

The Property Specialist provides support to the Director of Finance and Accounting by assisting the pastors/administrators regarding new acquisitions, new construction or additions to existing buildings and the portfolio of diocesan property.

The process for the construction of new facilities, renovation, and maintenance of existing facilities in the diocese is often complex due to the many serious legal and contractual considerations. There is the occasion for a potentially high level of financial risk and liability for both the parish and the diocese. This necessitates deliberate and complete planning, and the involvement of numerous individuals, committees, constituencies, and professionals.

It is not the work of the Property Specialist to design, build, or maintain property but rather to direct, advise and provide resources to be successful in accordance with the Code of Canon Law, Book V, The Temporal Goods of The Church and the particular law of the Diocese of Pueblo.

Could this opportunity be right for you? Continue reading for the full job description.

ESSENTIAL DUTIES:

Property and Assets

- Create and recommend standards and practices both canonically and civilly for all properties, real estate, and construction projects.
- Responsible for the review and analysis of all properties and buildings within the diocese.
- Determine basic parameters for acquisition, purchase, or sales of properties for parishes and diocese.
- Provides preliminary assessment of properties being considered for acquisition, purchase or sale prior to monies being expended.
- Provide for evaluation of fair market value of properties to be purchased, acquired, or sold.

- Provide and maintain a listing of all properties throughout the twenty-nine counties of the Diocese of Pueblo and create a portfolio for the properties.
- Creates a property management filing system encompassing legal descriptions, deeds and titles, property location, blueprints, photographs, mailing address, and tax status.
- Ensure proper titling of all property, legal descriptions, deeds and titles for properties, property location, mailing address, and tax status.
- Responsible for identification of property tax issues, tax-exemptions and provides updates for the annual exempt property tax filing.
- Responsible for the review and analysis of all mineral rights, oil, and gas leases.
- Establish and maintain a listing of all mineral rights, oil, and gas leases.
- Responsible for review and analysis of easements and right-of-way negotiations with recommendation for execution.
- Works with diocesan legal counsel as needed on the above-mentioned items.
- Completes Tax Exemption forms to parishes and state.

Risk Management

- Supports diocesan risk management efforts to minimize the adverse effect of losses upon the diocese and parishes
- Assists the Director of Finance and Accounting in mitigating risk to reduce frequency and severity of loss through control measures and claims management.
- Reviews certificates of insurance; general liability, workers compensation, and state licenses to ensure they meet minimum requirements.

Parish Properties and Projects

- Responsible for coordinating the development of all new construction and renovation projects in the Diocese to ensure compliance with all diocesan policies and procedures.
- Provides consultative services related to the maintenance and care of buildings and properties.
- Assists in the sale, purchase, or lease of all real estate as well as all parish property.
- Acts as an advisor to the parishes the pastor/administrator in working with outside contractors, realtors, appraisers, inspectors, and engineers.
- Manages updates to diocesan application packet for parishes seeking project approval.
- Provides guidance to parishes on the application, timetable, and approval process for projects.
- Manage approvals for sale/lease/purchase transactions through the various councils and reviews all appropriate signatures on legal documentation.
- Reviews and prepares the applications and affiliated documentation for project consideration to the diocesan financial council meetings.
- Assists in all real estate-based transactions including buying, appraising, and leasing and maintenance issues.
- Reviews construction projects and contracts with the Director of Finance and Accounting before obtaining the bishop's signature.

Education and Experience:

- 5 years' experience in real estate, construction, project, and facilities management
- Associates degree in Business Management, Engineering, Construction Management, or equivalent industry experience
- Industry related licenses preferred

Knowledge Skills and Abilities demonstrating application of the following:

- Knowledge of working with insurance company risk control representatives.
- Experience in reviewing certificates of general liability insurance, general liability insurance and work's compensation insurance.
- Knowledge of risk management concepts in identification and control of risks.
- Knowledge of crafts and trades employed in the construction industry.
- Knowledge of the construction industry and how to effectively interact within it.
- Ability to demonstrate strong customer-service skills and establish good working relationships.
- Detail-oriented with the ability to define problems, research, collect data, establish facts, and draw valid conclusions.
- Ability to prioritize, plan, organize, and work effectively, using independent judgment to in accordance with established policies and procedure.
- Ability to work autonomously and self-motivated.
- Demonstrated ability to communicate effectively both verbally and in written form with a professional and positive attitude.
- Proficiency in Microsoft office, Outlook, internet, database research, copy, printing, and scanning.

Supervisory Responsibility:

- There are no supervisory responsibilities for this position.

Work Environment and Required Activities:

- This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional evening and weekend work and travel throughout the State of Colorado may be required as job duties demand.
- While performing the duties of this job, the employee is regularly required to sit for extended periods of time, use hands in repetitive motion tasks, handle objects and talk or hear. The employee is occasionally required to stand or move about and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds. Vision abilities required include close vision, depth perception and ability to adjust focus.

Other Requirements:

- Must be a practicing Roman Catholic in good standing and in full communion with the Church.
- Must pass a criminal background investigation.
- Must have a good driving record, Current Colorado Driver's License, and automobile insurance.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided however, some positions will require that the incumbent be an active Roman Catholic in good standing and in full communion with the church.

**Thank you for your interest in career opportunities with
The Catholic Pastoral Center-Diocese of Pueblo!**

Applications will be accepted until the position is filled.
To apply for this position, please complete a Diocese of Pueblo application and send to:
Lovae Castillo, HR Department, 101 N. Greenwood, Pueblo, CO 81003, or email
lcastillo@dioceseofpueblo.org